



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SUPERVISING COMMUNITY HEALTH PROMOTION SPECIALIST

Class No. 004844

■ CLASSIFICATION PURPOSE

To organize, coordinate, supervise and train a unit of professionals providing community health promotion and education services; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is the first-line supervisor class in the Community Health Promotion Specialist series. Under general supervision, Supervising Community Health Promotion Specialists are responsible for coordinating and completing health promotion programs. The Supervising Community Health Promotion Specialist class differs from the next lower class, Community Health Promotion Specialist II, in that the latter is the journey level class responsible for designing, implementing and evaluating community health promotion and education programs.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, organizes, develops, and evaluates Countywide community health promotion and education programs.
2. Assists in the overall development and implementation of community health promotion and education program plans, policies, and procedures.
3. Plans and coordinates project evaluation activities.
4. Assigns, schedules, directs, reviews, and evaluates the work of Community Health Promotion Specialists and other assigned staff; and assists in the hiring and disciplining of employees.
5. Coordinates community-wide efforts in developing and disseminating special community health programs.
6. Serves as a consultant and resource professional to the community.
7. Represents the department by serving as a member of Countywide and regional community coalitions, advisory boards, and committees, such as the Immunization Program on the Neighborhood House Association and the Health Services Advisory Board for Head Start Programs; participates in County functions or events.
8. Develops and coordinates training activities for Community Health Program Specialists and other employees of the Health and Human Services Agency (HHSA) on various topics such as community health education, general health and safety, and diversity.
9. Develops and coordinates graduate student community health internship programs.
10. Confers with County and municipal agency officials, department heads, supervisory personnel, and agency chiefs regarding community health promotion and education issues.
11. May prepare and coordinate grant proposals and related board letters.
12. Responds to critical correspondence.
13. Analyzes the impact of legislation related to community health programs.
14. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of supervision and training.
- Principles and practices of community health programs, community health promotion, and public health education.
- Program planning, design, implementation, coordination and evaluation.
- Principles and methods of consultation pertaining to community health promotional programs.
- Philosophy, concepts, principles, and current trends in public health and community health promotion and education.
- Principles of community organization, adult education, communication strategies and attitude and behavior change.
- Principles of group dynamics, including effective facilitation of advisory and community groups.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Coordinate complex Countywide community health promotion and education programs.
- Plan, supervise, review, and evaluate the work of subordinates.
- Provide effective leadership over assigned program staff.
- Identify career and training needs of community health promotion staff and coordinate in-service programs to meet needs.
- Design and analyze community evaluation studies pertaining to health programs or issues.
- Initiate and maintain liaison with appropriate state and local professional and community groups.
- Provide consultation to department managers, administrators, professionals and community leaders.
- Utilize public relations skills effectively.
- Communicate effectively verbally in order to make presentations and provide training to staff.
- Communicate effectively in writing in order to prepare correspondence, reports, training and educational materials, grant proposals, and board letters.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a master's degree in public health with specialization in health education, community health promotion, or health promotion from a college or university program that is accredited by the Council on Education for Public Health, in accordance with Title 17, Section 1 of the California Administrative Code, AND, four (4) years of full-time experience in planning, designing, implementing, and evaluating public health education, community health education, and health promotion programs, OR four (4) years as a Community Health Promotion Specialist I or II with the County of San Diego.

Notes: Experience in a community health promotion program or health education program for a public health agency is desirable. Experience in providing first line or full supervision over health promotion staff is desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, bending of neck, and repetitive use of hands. Occasional: walking, standing, kneeling, simple grasping, reaching above and below the shoulders, and lifting and carrying projectors, electronic equipment, displays, and boxes weighing up to 25 pounds for a distance up to 100 – 200 feet.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Work primarily takes place in an office environment, although field travel to community meetings occurs on an occasional basis. Work takes place during irregular business hours such as evenings and weekends on an occasional basis. Work involves daily exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: September 27, 1985
Revised: January 4, 2000
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